## INSPECT PRACTITIONER USER GUIDE

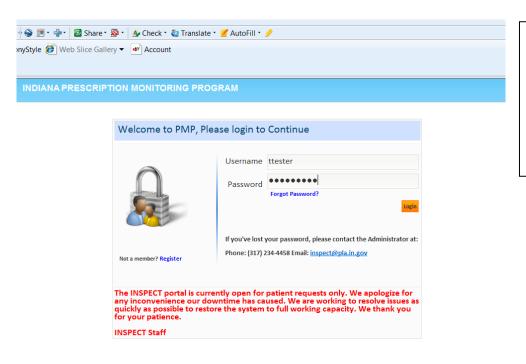


Email: inspect@pla.in.gov



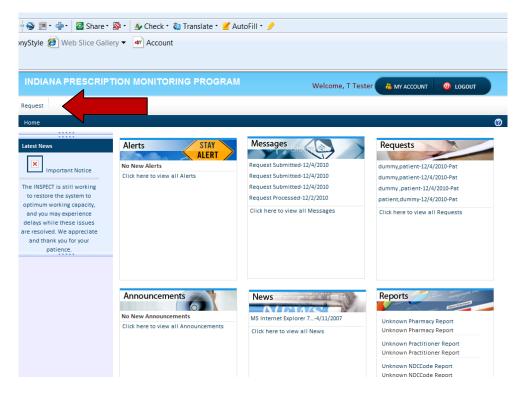
**LOGIN PAGE: Prescription Monitoring Program Login** 

Have your username (ex: 1512236, jjones) and password ready



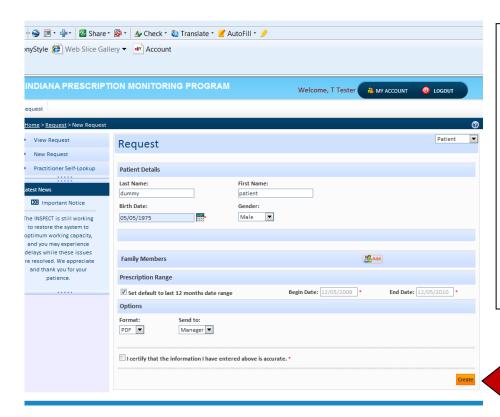
1. Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking Forgot Password? You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.

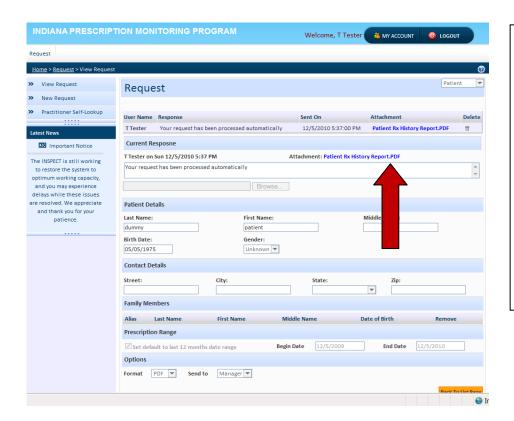


2. Click the *Requests* tab in the upper left corner, the click *New Request* to submit a search for a new report. You can aslo view previous requests made by this account by clicking *View Request*.





- 3. Enter the patient information you wish to search for. The default time period to search is 1 year but you may change the date range by *unchecking* the box and entering new information.
- 4. You must check the authorization box at the bottom of the screen to continue.
- 5. Click *Create* when you have completed the request.



6. Click the blue attachment that says:

Patient Rx History Report. This will bring up the report in a new window. You must scroll down past the disclaimer to view the actual report. \*\* If your report is a Microsoft Excel spreadsheet, the report is present on Sheet 2.

If you received an error message (request exceeded threshold) and did not receive the report right away, it has been sent to the INSPECT office for manual processing. Your report will be returned and available for viewing within 24 business hours.